

May 25, 2006

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, June 1, 2006
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

- ITEM 1: Request to amend Rule 17.18 of the Personnel Rules – Longevity.
- ITEM 2: Request to amend Rule 17.19 of the Personnel Rules – Shift Differential.
- ITEM 3: Request to amend Rule 17.20 of the Personnel Rules – Weekend Differential Pay.
- ITEM 4: Request to amend Rule 19.2 of the Personnel Rules – Vacation Leave.
- ITEM 5: Request to amend Rule 19.3 of the Personnel Rules – Sick Leave.
- ITEM 6: Request to amend Rule 19.11 of the Personnel Rules – Funeral Leave.
- ITEM 7: Miscellaneous Discussion.

17.18 Longevity

Status employees not covered by a labor agreement shall annually receive longevity pay based upon the total length of continuous service with the County. Such pay shall be effective beginning with the first full pay period following completion of the specified years of service. Payment shall be made on a prorated basis on each regular pay day. Part-time status employees shall receive longevity pay based upon the total hours worked in each pay cycle.

Completed Years of Service	Annual Pay	Hourly Pay	(Informational Only Per Pay Period)
5 Years	\$ 245.44	\$.118	(\$9.44/pay period)
(Beginning 6 th Year)	<u>\$ 490.88</u>	<u>\$.236</u>	<u>(\$18.88/pay period)</u>
10 Years	\$ 386.88	\$.186	(\$14.88/pay period)
(Beginning 11 th Year)	<u>\$ 773.76</u>	<u>\$.372</u>	<u>(\$29.76/pay period)</u>
15 Years	\$ 640.64	\$.308	(\$24.64/pay period)
(Beginning 16 th Year)	<u>\$1,281.28</u>	<u>\$.616</u>	<u>(\$49.28/pay period)</u>
20 Years	\$ 900.64	\$.433	(\$34.64/pay period)
(Beginning 21 st Year)	<u>\$1,801.28</u>	<u>\$.866</u>	<u>(\$69.28/pay period)</u>
25 Years	\$ 1,000.48	\$.481	(\$38.48/pay period)
(Beginning 26 th Year)	<u>\$2,000.96</u>	<u>\$.962</u>	<u>(\$76.96/pay period)</u>

17.19 Shift Differential (Revised ~~8/05~~ 5/06)

Except for Lancaster Manor, ~~and Corrections~~ and Community Mental Health employees, status and probationary employees not covered by a labor agreement and who are regularly assigned to second and third shifts shall be paid an additional twenty-three (23) cents per hour. Status and probationary employees not covered by a labor agreement and who are regularly assigned to second and third shifts and who work at Lancaster Manor, ~~and Corrections~~ and Community Mental Health shall be paid an additional forty-five (45) cents per hour. The differential pay per hour shall be included as an addition to their current hourly rate. For purposes of shift differential pay, the following conditions shall apply:

(a) To be entitled to shift differential pay, an employee must work a majority of his regularly scheduled hours between 5:00 p.m. and 9:00 a.m. This shall not apply to temporary assignments for shift hours between 5:00 p.m. and 9:00 a.m.

(b) For purposes of computing any shift differential pay, "current hourly rate" shall mean the hourly rate of pay which is applicable to the employee's regularly assigned class.

(c) An employee whose regularly scheduled shift entitles him to shift differential pay shall receive the shift differential pay as a part of his current hourly rate for leaves of absence including vacation, sick leave, holiday pay and funeral leave.

(d) For purpose of computing overtime pay, an employee shall receive his current hourly rate in addition to the twenty-three (23) cents or forty-five (45) cents per hour shift differential.

17.20 Weekend Differential Pay (Revised ~~9/98~~ 5/06)

Employees of Lancaster Manor and Community Mental Health who are scheduled to work between the weekend times of 00:01 a.m. on Saturday through 23:59 p.m. on Sunday, will receive an additional seventy-five (75) cents per hour. This payment will be in addition to any other payment and will be included as part of the employee's current hourly rate.

19.2 Vacation Leave

(a) Probationary and status employees shall earn vacation leave with pay according to the following schedule:

(1) Less than five (5) years of service - at the factored hourly equivalent of ~~eighty (80)~~ one hundred four (104) hours per year.

(2) After five (5) years of service - at the factored hourly equivalent of ~~one hundred twenty (120)~~ one hundred forty-four (144) hours per year.

(3) After ten (10) years of service - at the factored hourly equivalent of ~~one hundred fifty-two (152)~~ one hundred seventy-six (176) hours per year.

(4) After fifteen (15) years of service - at the factored hourly equivalent of ~~one hundred sixty-eight (168)~~ one hundred ninety-two (192) hours per year.

(5) After twenty (20) years of service - at the factored hourly equivalent of ~~one hundred eighty-four (184)~~ two hundred eight (208) hours per year.

(6) After twenty-five (25) years of service - At the factored hourly equivalent of two hundred forty (240) hours per year.

(e) Accumulation of vacation leave credit shall be on a continuous basis not to exceed ~~two hundred forty (240)~~ four hundred eighty (480) hours. Unused vacation leave accumulation shall be paid upon separation. Employment may not be extended by using vacation at the time of separation.

19.3 Sick Leave

(e) Accumulation of sick leave credit shall ~~not exceed one thousand nine hundred seventy-six (1976) hours at any one time~~ be unlimited. Disability retirement shall not be effective until accumulated sick leave has been used. Upon retirement or death the employee shall receive fifty-five percent (55%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of retirement or death.

19.11 Funeral Leave

Funeral leave may be taken upon approval of the Department Head and according to the following:

(a) In the case of the death of the employee's spouse, child, step-child, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, grandfather, grandmother, grandchild, or in the case of death of any other relative residing in the immediate household of the employee. Grandfather, grandmother and grandchild will include "great" grandfathers, grandmothers and grandchildren. A full-time employee shall be granted funeral leave with pay at the rate of up to ~~twenty-four (24)~~ forty (40) hours to attend the funeral without deduction from his pay or accumulated sick leave. A part-time employee shall be allowed ~~two-fifths (2/5)~~ four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(b) In the case of the death of the employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, nephew, niece, or the grandparents of an employee's spouse, full-time employees shall be allowed ~~sixteen (16)~~ twenty-four (24) hours funeral leave with regular pay to attend the funeral without deduction from his pay or accumulated sick leave. Aunt and uncle include "great" aunts and uncles. The part-time employee shall be allowed ~~one-fifth (1/5)~~ two-fifths (2/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(c) A full time employee shall be allowed to use up to twenty-four (24) hours of his accumulated sick leave in the case of death of any of the above designated persons. A part-time employee may also be allowed to use accumulated sick leave up to four-fifths (4/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

(d) A full-time employee shall also be allowed to use up to eight (8) hours funeral leave with regular pay to attend the funeral of a cousin without deduction from his pay or accumulated sick leave. A part-time employee shall be allowed one-fifth (1/5) of the hours in his normally scheduled work week if scheduled to work the hours requested.

~~(d)~~ (e) Up to four (4) hours funeral leave shall be granted if a full-time employee attends the funeral of a co-worker or retiree ~~from the department in which the requesting employee is employed of the County.~~ A part time employee shall be granted one-tenth (1/10) of the hours in his normally scheduled work week if scheduled to work the hours requested.